

Public Page

Public Page

Before We Start??

Before We Start...



- **Check your Audio:**
or menu: Tools / Audio/
Audio Setup Wizard

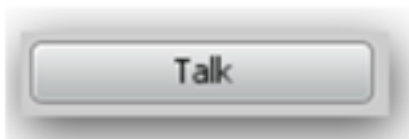


- **Problems?** Check list for audio:
 - Are you plugged in the right way? And in the right holes?
 - Check Audio is NOT muted (bottom right corner of windows)?
 - Is any in-line switch on your headphones OK?
 - Is any in-line volume control OK?

- **Know the Microphone button**

– Your Mike is **OFF**

Your Mike is **ON**



How To Prepare and Deliver a Blackboard Collaborate Session



How To Prepare and Deliver a Blackboard Collaborate Session

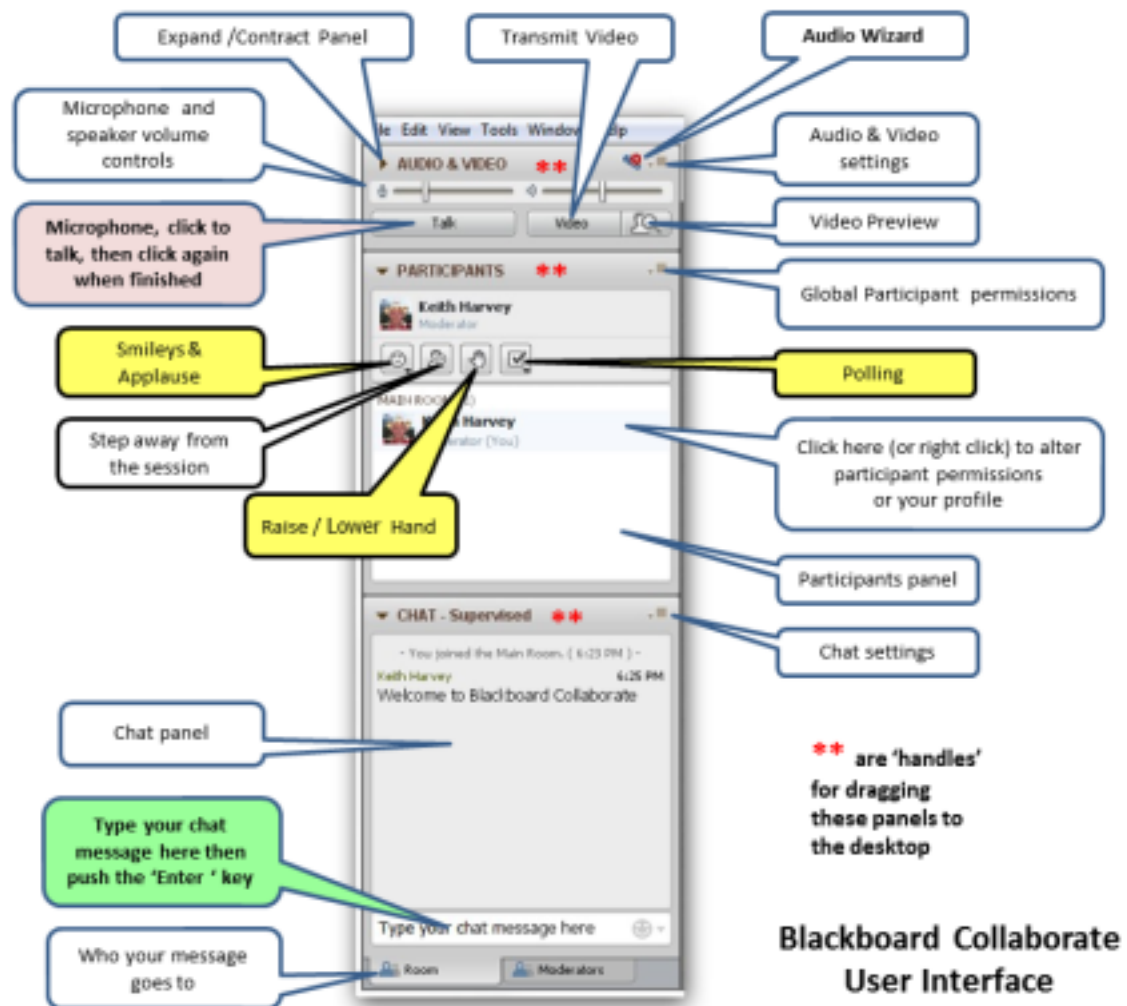
Keith Harvey
Tutor, Woodrising BFS kiosk

Consortium partners:

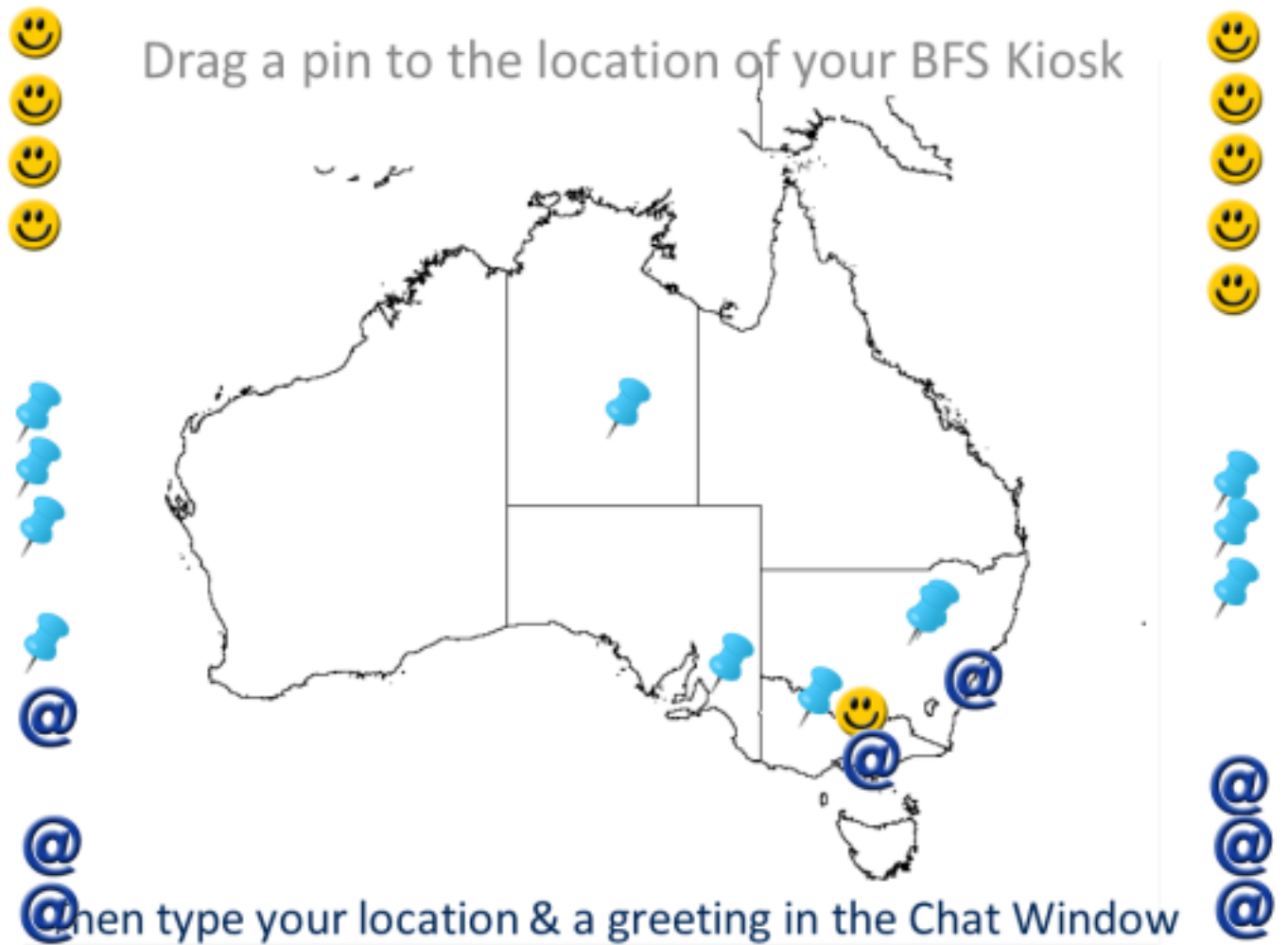


Funded by the Australian Government

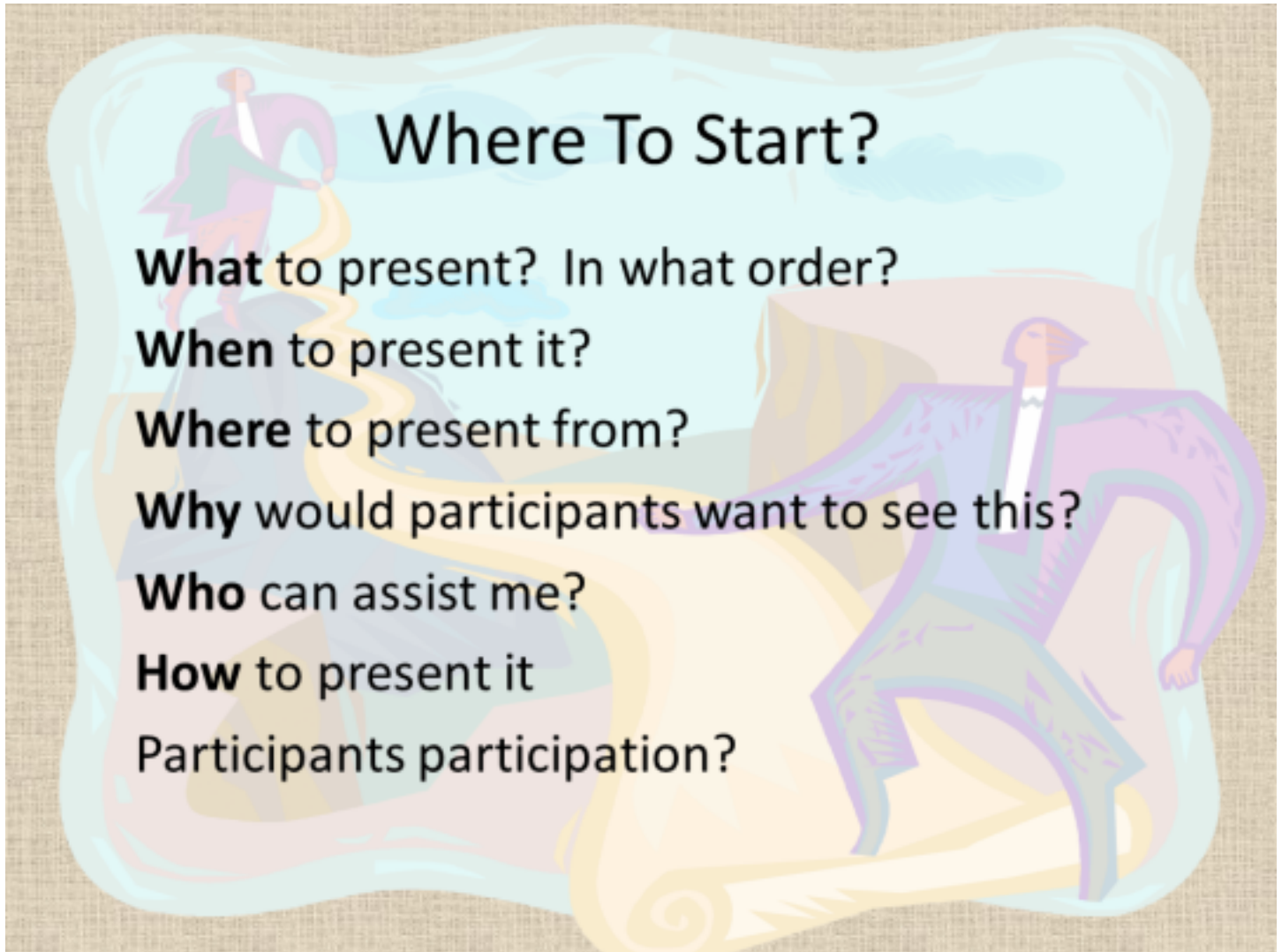
Slide3



Slide4



Slide 5

An illustration on a textured, light brown background. A large, light blue, cloud-like shape contains a winding yellow path. Two stylized figures are on the path: one at the top left, wearing a purple suit and a green cape, and another at the bottom right, wearing a purple suit and a purple cape. A large, faint yellow question mark is in the background. The text 'Where To Start?' is at the top, followed by a list of questions.

Where To Start?

- What** to present? In what order?
- When** to present it?
- Where** to present from?
- Why** would participants want to see this?
- Who** can assist me?
- How** to present it
- Participants participation?

Slide 6

Suggested Approach

- Stick to the knitting
- Discuss topic with others
(Catherine Devlin / Michael Chalk)
- Get scheduled by ALA/BFS
- Think from participants pov.
- Organise a flow



Slide 7

Slides (Powerpoint)

- PowerPoint, Open Office, Google Docs
- Four standard BbC slides at front
- One topic per slide
- Large, simple text
- Notes section – what you will say
- Questions to ask participants
- Consider suitable graphics
- KISS



Slide 8

Slides – What Doesn't Work

- Custom Animation
- Slide transitions
- Animated GIF's (add later)
 - Fine detail with lots of text, particularly if its in some fancy font or colour without contrast
- No variety or participation
- Collaboration, NOT lecturing



Slide 9

Spicing It Up



- Add Graphics – Google search for Images
- Graphics must relate to content / message
- PP animation does not transfer to BbC
- Only use static graphics
- Add animated GIF's when in BbC
- Participation opportunities

Slide 10



Planning For Participation

Try to include:

- Questions to promote discussion.
- Opinion, suggestions, ideas, tips on.....
- Smileys, surveys to get feedback
- Application Sharing; Web Tour
- Whiteboard collaboration??

Slide 11

Presenters Notes



- PowerPoint notes section – speaker notes
- Format as bullet points
- Include questions and participation cues
- I transfer to MS Word
- Menu File / Save and Send / Handouts / Create Handouts. Select Notes next to slides
- Clean up in Word, 3 slides to a page.
- Samples at tinyurl.com/BFSresources

Slide 12

Create a Whiteboard File

1. Finalise slides
2. Save as .ppt, .pptx, .sxi or .odp
3. Start BbC as moderator
(Use Vroom if necessary)
4. In BbC use 'Load Content'
5. Add any graphics, animated GIFs
6. Menu File / Save / Whiteboard



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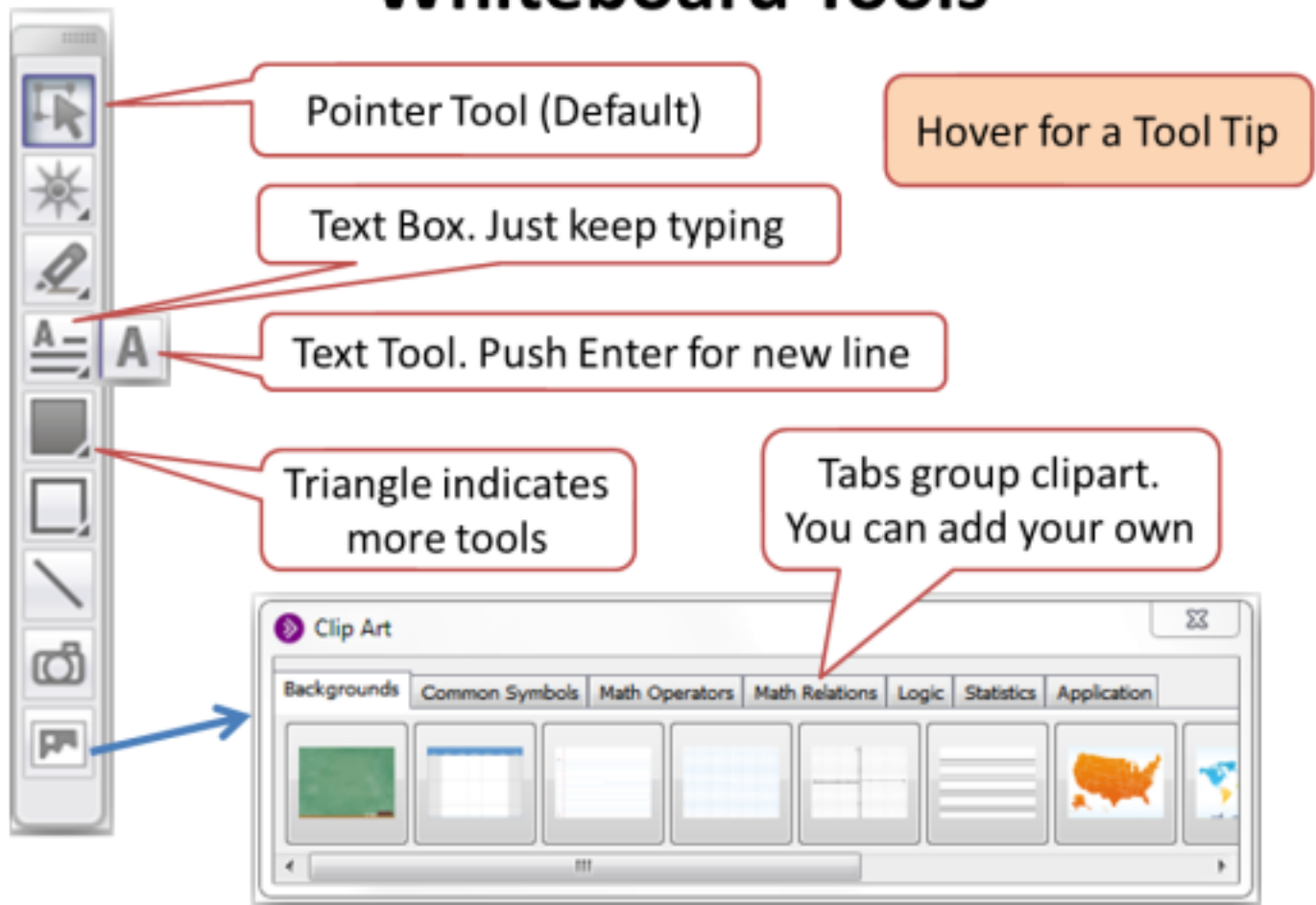


Trial Run

- Can issue invite within BbC
- Best if you have a large, or second, screen
- Or second computer
- Try App Share and Web Tour
- Confirm what participant will see / can do
- Or co-opt a friend

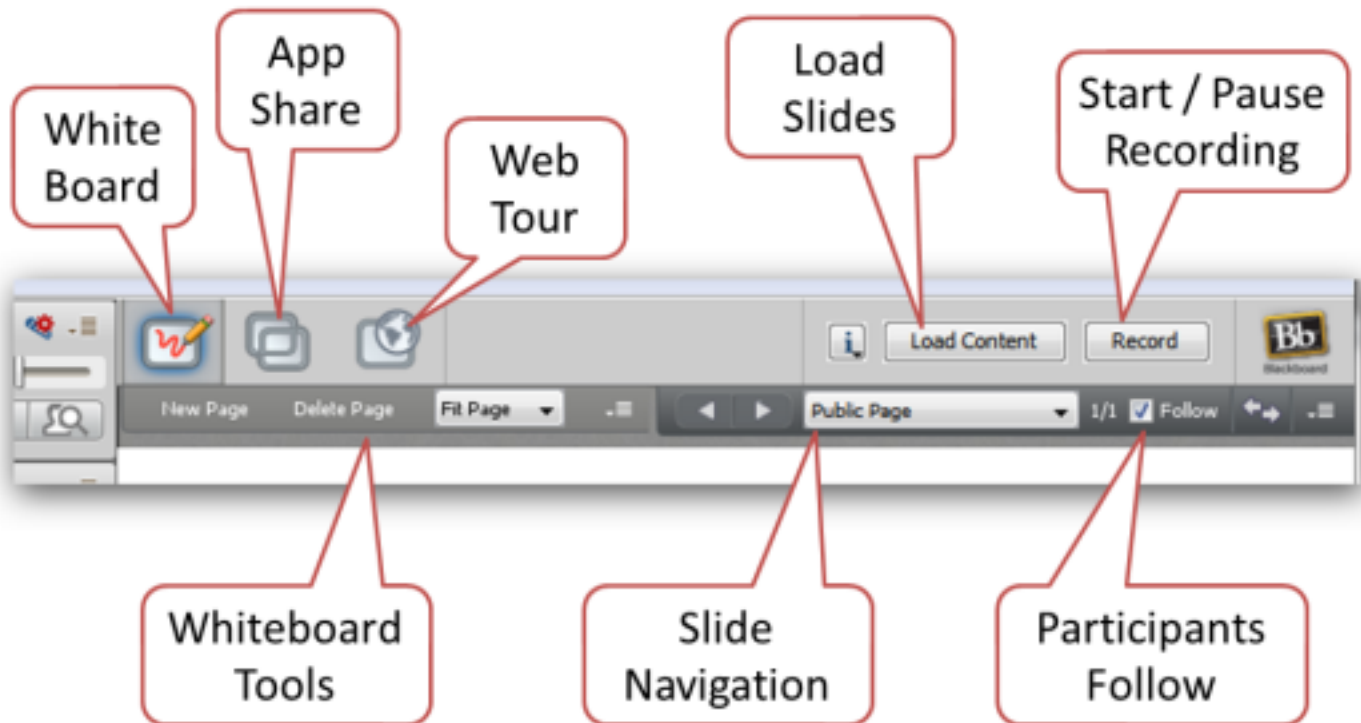
Whiteboard Tools

Whiteboard Tools



Moderator Tools

Moderator Tools



Slide 16

App Sharing Tips



- Advise you are starting
- App must be on primary monitor
- Check participants can see.
- You don't see what they see
- Avoid scrolling and window resizing
- Make definite movements, then pause
- Avoid constant mouse movement
- Click yellow stop button, then Whiteboard

Slide 17

On the Day



- Know where your files are
- Files backed up
- Have your .jnlp file as Moderator
- Printed Speaker Notes
- Apps to share ready; any links ready
- Start 30 mins before. Load whiteboard
- Greet people, encourage testing audio
- Have someone riding shotgun

Slide 18

Relax!!!

Eisenhower:

*“Planning is everything;
the plan is worth nothing”*



Slide 19

